



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Office
New York, NY 10014**

SENIOR PARTNERSHIP SPECIALIST
Bilingual – Spanish and English Language

**ISSUE DATE: 06/19/2009
CLOSING DATE: 07/02/2009**

**RECRUITING BULLETIN NO. NYRCC-09-066
NUMBER OF POSITIONS: Few**

GG-0301-12 - \$75,986 - \$98,777 (Per Year) (steps 01 – 10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

PROMOTION POTENTIAL: NONE

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A time-limited appointment with a **Not-To-Exceed (NTE)** date of one year and a day. May be extended based on continuing work needs.

DUTY LOCATION: New York, NY

AREA OF CONSIDERATION: All qualified U.S. Citizens who reside in the following New York County: **Bronx**

***Please note:**

- You **MUST** submit a completed **OF-306 Declaration for Federal Employment** with your application or resume (please see “How to Apply” on page 3).
- You **MUST** submit a separate individual statement addressing the **Evaluation Criteria**.
- You **MUST** submit a separate individual statement addressing the **Selective Factor**.
- Payment of relocation expenses **IS NOT** authorized.

DUTIES: The incumbent of this position serves as a Senior Partnership Specialist. The Senior Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Senior Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Senior Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program. The Senior Partnership Specialist may assist the Partnership Coordinator in supervising or providing guidance to other Senior Partnership Specialists.

QUALIFICATIONS:

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below:

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

GG-0301-12:

Specialized Experience: You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience conducting public affairs programs involving public information, community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives and activities.

Education: No substitution of education for experience is permitted.

SELECTIVE FACTORS: This position requires the possession of specialized knowledge, skills, and/or abilities. Applicants must submit a separate, individual statement addressing each Selective Factor (number your answers 1 & 2, or submit Attachment A for your convenience). Candidates will be evaluated on the extent and quality of their knowledge, skills and/or abilities in meeting these factors. **Only applicants who show evidence of meeting the following factors will be considered for this position.**

- 1. Ability to Speak, Read and Write in fluent Spanish and English.**
- 2. Ability to develop relationships and productive partnership agreements with leaders in a Hispanic Community in the United States.**

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit the attached evaluation criteria sheet addressing each of the following or submit Attachment B for your convenience).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.

- 1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.**
- 2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.**
- 3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.**

For further information on this vacancy you may contact the Human Resource Department at 212-584-3490 or 800-991-2520.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), **or** Resume, **or** Federal Employment (SF-171, this form is obsolete but may be used). List your work duties and accomplishments relating to the job for which you are applying. Each applicant **must** submit a completed OF-306 Declaration for Federal Employment. To **download the OF-306 or OF-612**, you can visit our website at <http://www.census.gov/ronyc/www/employ.html> **or** visit the Office of Personnel Management at <http://www.opm.gov/forms>, and click on Optional Forms. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin/Announcement number, position title and grade(s) applying for.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- **Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.**

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212) 584-3490.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

**U. S. Census Bureau
New York Regional Office
395 Hudson Street - Suite 800
New York, NY 10014
ATTN: Human Resource Department**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a **Declaration for Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED,
NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION
WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.



Attachment A

Name _____

Recruiting Bulletin # _____

Selective Factor statement for Partnership Specialist

This position requires the possession of specialized knowledge, skills, and/or abilities. Applicants must submit this separate, individual statement addressing each Selective Factor. Candidates will be evaluated on the extent and quality of their knowledge, skill and/or abilities in meeting these factors. Only applicants who show evidence of meeting the following factors will be considered for this position.

1. Ability to Speak, Read and Write in fluent Spanish and English.

3. Ability to develop relationships and productive partnership agreements with leaders in a Hispanic Community in the United States.

*Attachment B**1 of 3*

Name _____

Recruiting Bulletin # _____

EVALUATION CRITERIA STATEMENT FOR PARTNERSHIP SPECIALIST
<p>Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements, to be considered, applicants must answer the below questions addressing each area. Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.</p> <p style="text-align: center;">(Use additional paper as necessary)</p> <p>1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.</p>

Attachment B**2 of 3****Name** _____**Recruiting Bulletin #** _____

EVALUATION CRITERIA STATEMENT FOR PARTNERSHIP SPECIALIST
<p>Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements, to be considered, applicants must answer the below questions addressing each area. Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.</p> <p style="text-align: center;">(Use additional paper as necessary)</p>
<p>2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.</p>

Attachment B

3 of 3

Name _____

Recruiting Bulletin #_____

EVALUATION CRITERIA STATEMENT FOR PARTNERSHIP SPECIALIST

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements, to be considered, applicants must answer the below questions addressing each area. Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.

(Use additional paper as necessary)

- 3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.**